

ROUTING AND TRANSMITTAL **IP**

Date

28 Nov 1984

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1. DDA

2.

DDCI

3.

4.

5.

C/NBPO

Action

File

Note and Return

Approval

For Clearance

Per Conversation

As Requested

For Correction

Prepare Reply

Circulate

For Your Information

See Me

Comment

Investigate

Signature

Coordination

Justify

REMARKS

John,

With regard to your question at the staff meeting the other day with respect to allocation of space in the new building, the attached reflects the guidance that we have given to the A&E in terms of space allocation by grade and for conference rooms. Also attached are the A&E's diagrams that he is using for the various types of work stations.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM [redacted] (Agency/Post)

Room No.—Bldg.

James H. McDonald
ADDA 7 D 24 Hqs

Phone No. [redacted]

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT

Approved For Release 2009/03/20 : CIA-RDP89-00244R000801850001-4

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

30 Dec 1982

Smith, Hinchman & Grylls Associates, Inc.
455 West Fort Street
Detroit, Michigan 48226

Attention: Mr. Wm. Everett Medling

Gentlemen:

Per your telecon request on 29 December 1982, the General Services Administration guidelines for space allocation by grade are as follows:

	<u>Supervision</u>	<u>Non-Supervision</u>
GS-01 to -06	N/A	60 sq ft
GS-07 to -11	100 sq ft	75 sq ft
GS-12 to -13	150 sq ft	100 sq ft
GS-14 to -15	225 sq ft	150 sq ft
SIS-1 to -2	300 sq ft	
SIS-3	350 sq ft	
SIS-4 to -8	400 sq ft	
EP-1	700 sq ft	plus 500 sq ft Conference Room
EP-2	600 sq ft	plus 400 sq ft Conference Room
EP-3	500 sq ft	plus 300 sq ft Conference Room
EP-4	450 sq ft	
EP-5	400 sq ft	

These guidelines are generous by Agency experience and should therefore be considered maximum.

Sincerely,

Building Planning Staff
Office of Logistics

CONFERENCE ROOM ALLOCATIONS

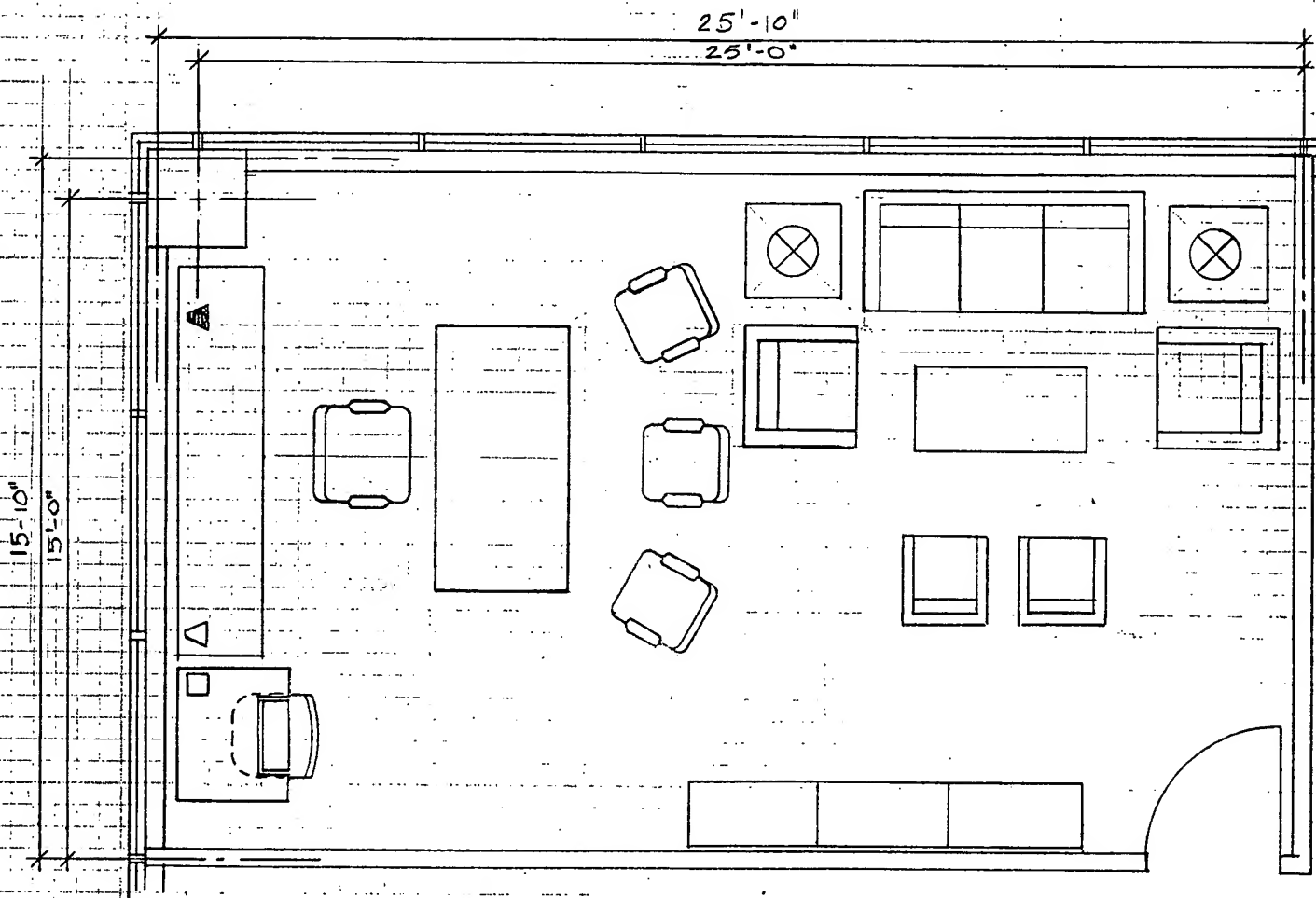
Office Directors 450 SF

Division Chiefs or Group Chiefs 300 SF
(only if justified)

Workstation A

416 SF

Officer SIS-4 to -36



- 1 Desk Chair
- 3 Guest Chair
- 36x72 Primary Work Surface
- 24x108 Secondary Work Surface
- 30x36 Terminal Table
- 1 Operational Chair
- 7 Lounge Seating
- 3 Bookcase Unit 84"x14

Alternative Items Per Space Allowance

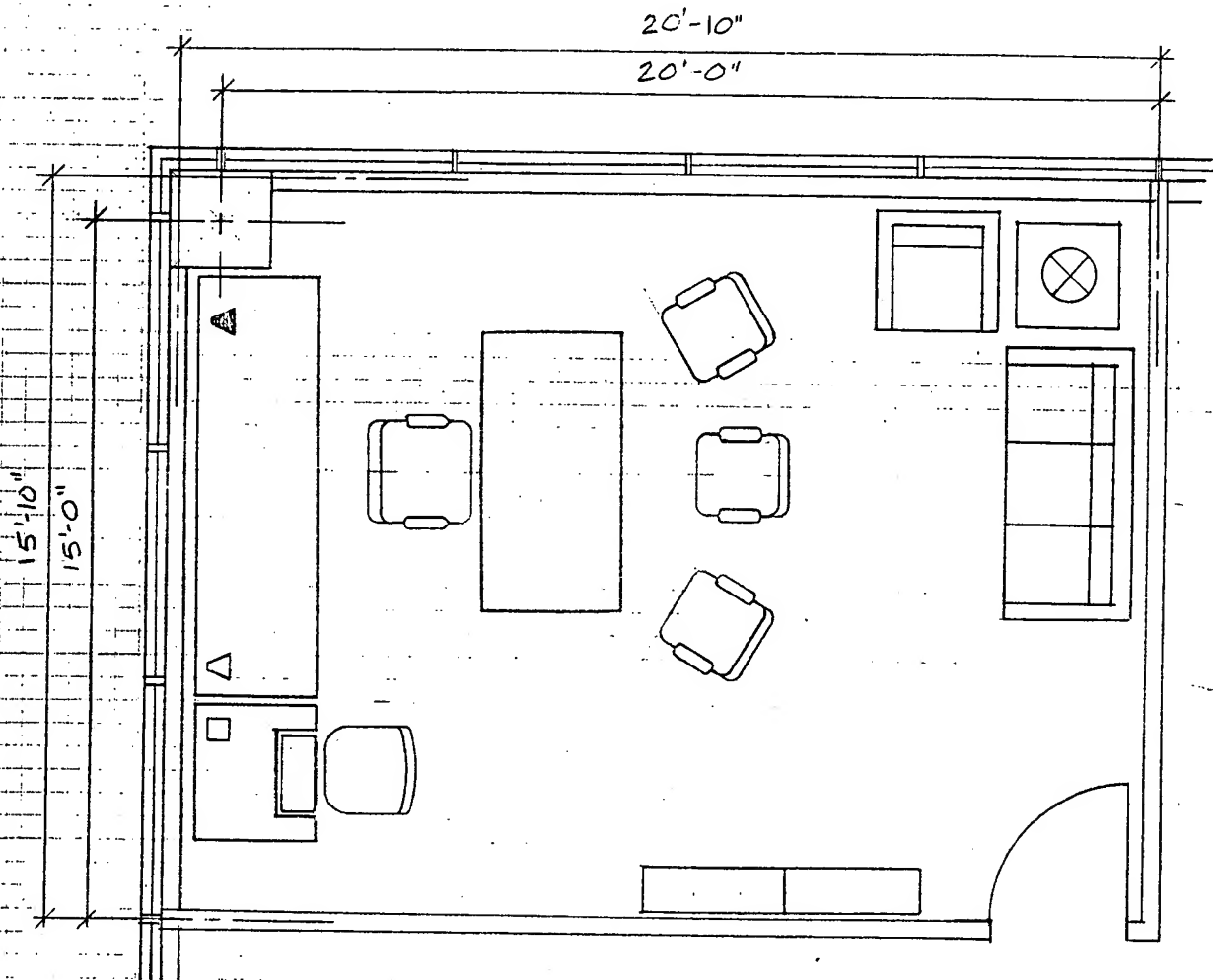
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- Δ Green Phone
- Computer Terminal

11-01-84

Workstation B

336 SF

Officer SIS-3



- 1 Desk Chair
- 3 Guest Chair
- 36x72 Primary Work Surface
- 30x108 Secondary Work Surface
- 30x36 Terminal Table
- 1 Operational Chair
- 4 Lounge Seating
- 2 Bookcase Unit

Alternative Item Per Space Allowance

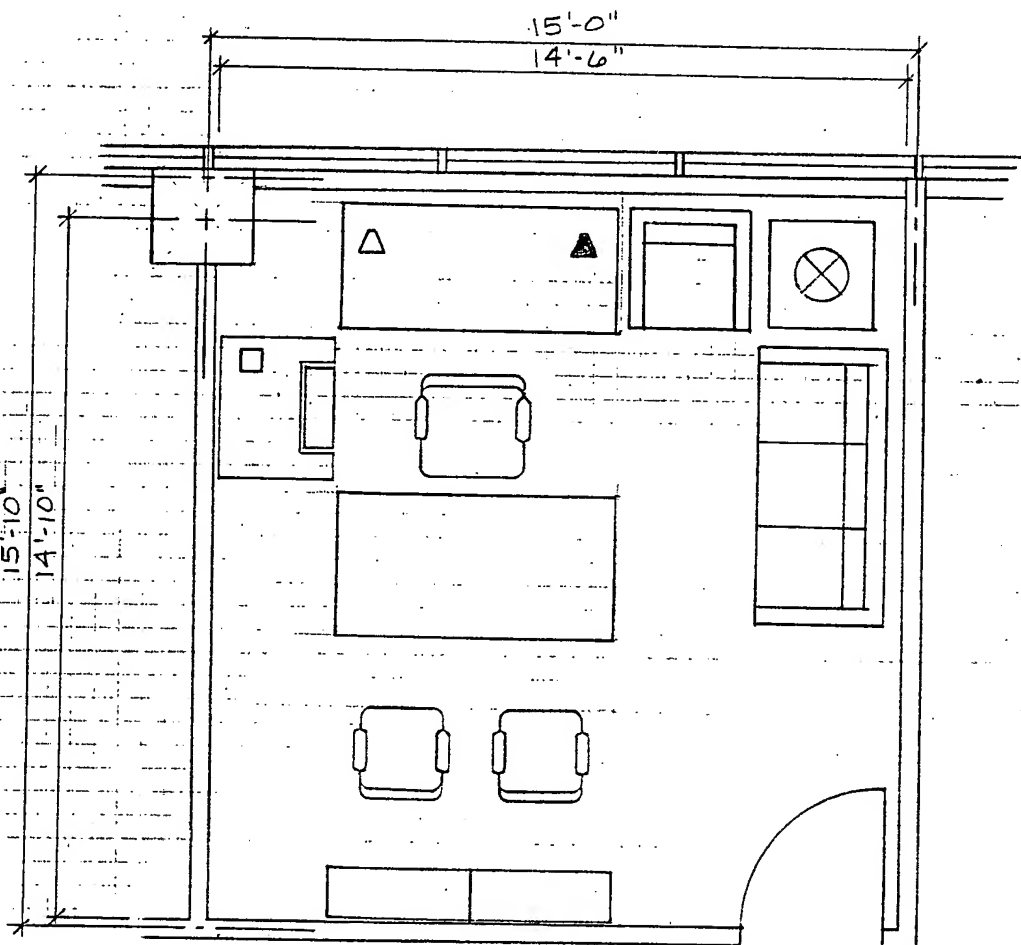
- ▲ Black Phone
- △ Green Phone
- Computer Terminal

11-01-84

Workstation C

240 Sf

Officer SIS-1 to -2



- 1 Desk Chair
- 2 Guest Chair
- 36x72 Primary Work Surface
- 30x72 Secondary Work Surface
- 30x36 Terminal Table
- 4 Lounge Seating
- 2 Bookcase Unit

Alternative Items Per Space Allowance

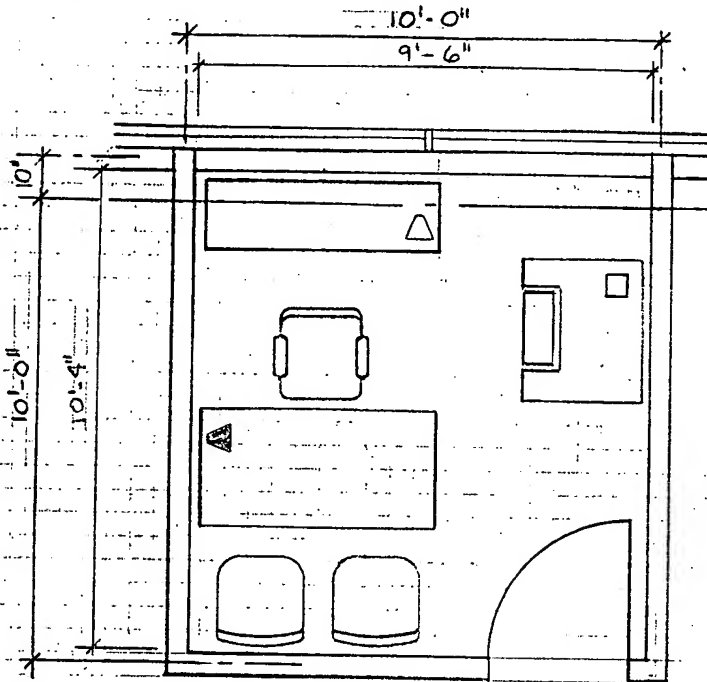
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- Computer Terminal

11-01-84

Workstation D1

110 SF

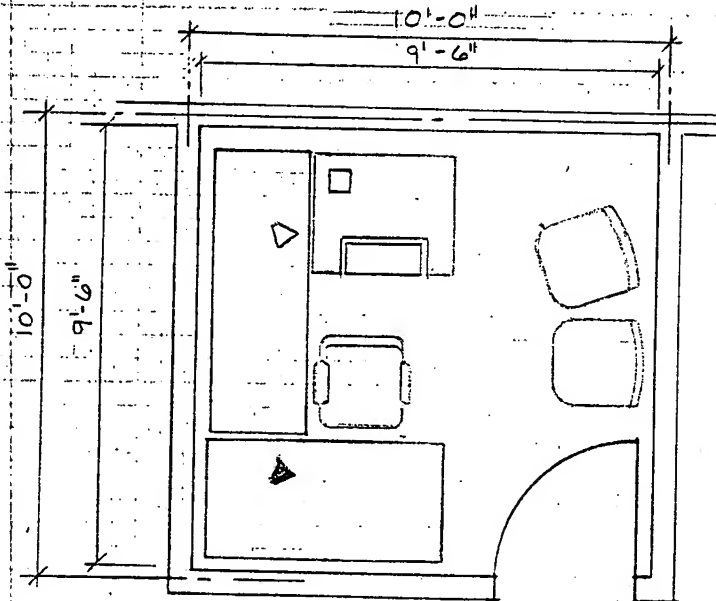
Officer GS-14 to -15



A

- 1 Desk Chair
- 2 Guest Chair
- 30x60 Primary Work Surface
- 18x60 Credenza
- 30x36 Terminal Table
- 2-4 File Drawers 18L"

Alternative Items Per Space
Allowance



B

- 1 Desk Chair
- 2 Guest Chair
- 30x60 Primary Work Surface
- 24x72 Secondary Work Surface
- Executive Return
- 30x36 Terminal Table
- 2-4 File Drawers

Alternative Items Per Space
Allowance

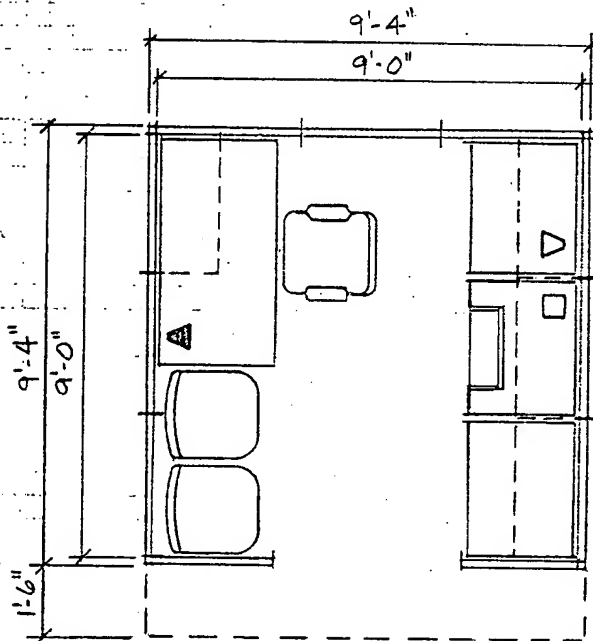
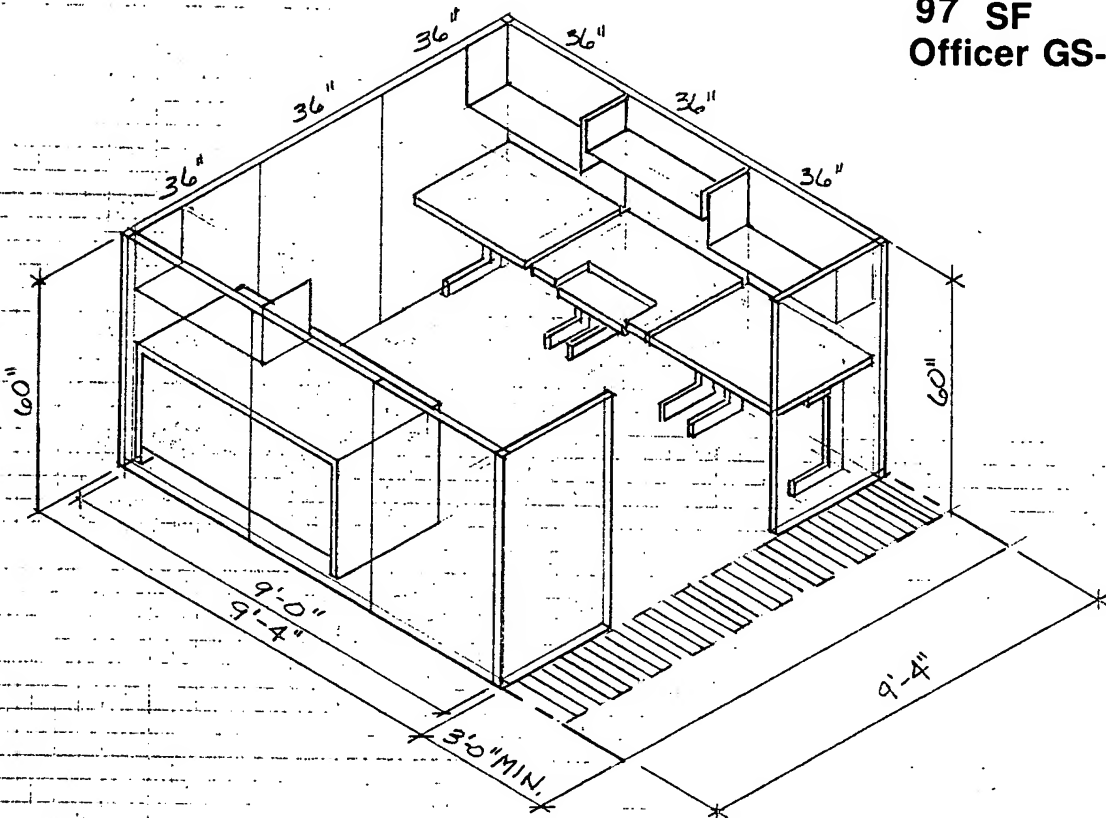
- ▲ Black Phone
- △ Green Phone
- Computer Terminal

11-01-84

Workstation D2

97 SF

Officer GS-14 to -15



A

- 1 Desk Chair
- 2 Guest Chair
- 30x60 Primary Work Surface
- 2@ 30x36 Secondary Work Surface
- 30x36 Terminal Table
- 2-4 File Drawers 18L"
- 1-4 Shelves

Alternative Items Per Space Allowance

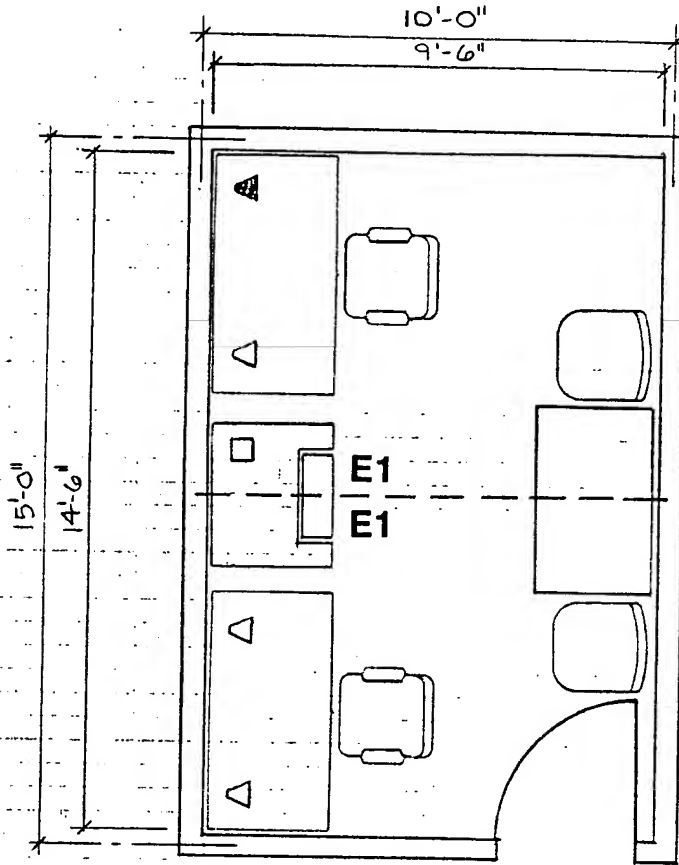
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- △ Green Phone
- Computer Terminal

11-01-84

Workstation E1

150 SF

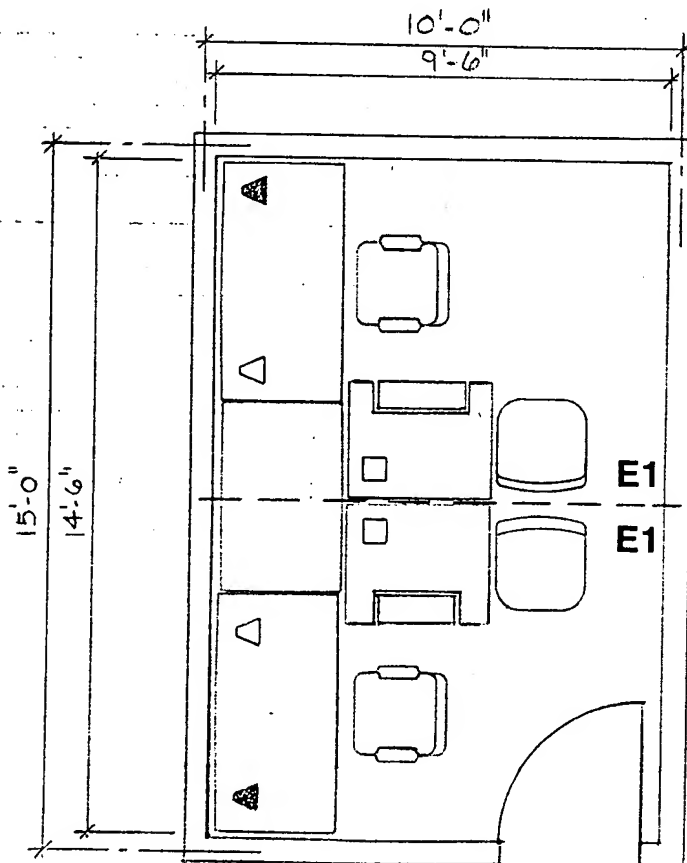
Officer GS-12 to -13



A

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- $\frac{1}{2}$ @ 30x36 Terminal Table
- $\frac{1}{2}$ @ 30x48 Secondary Work Surface




Alternative Items Per Space Allowance



B

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Terminal Table
- $\frac{1}{2}$ @ 30x48 Secondary Work Surface

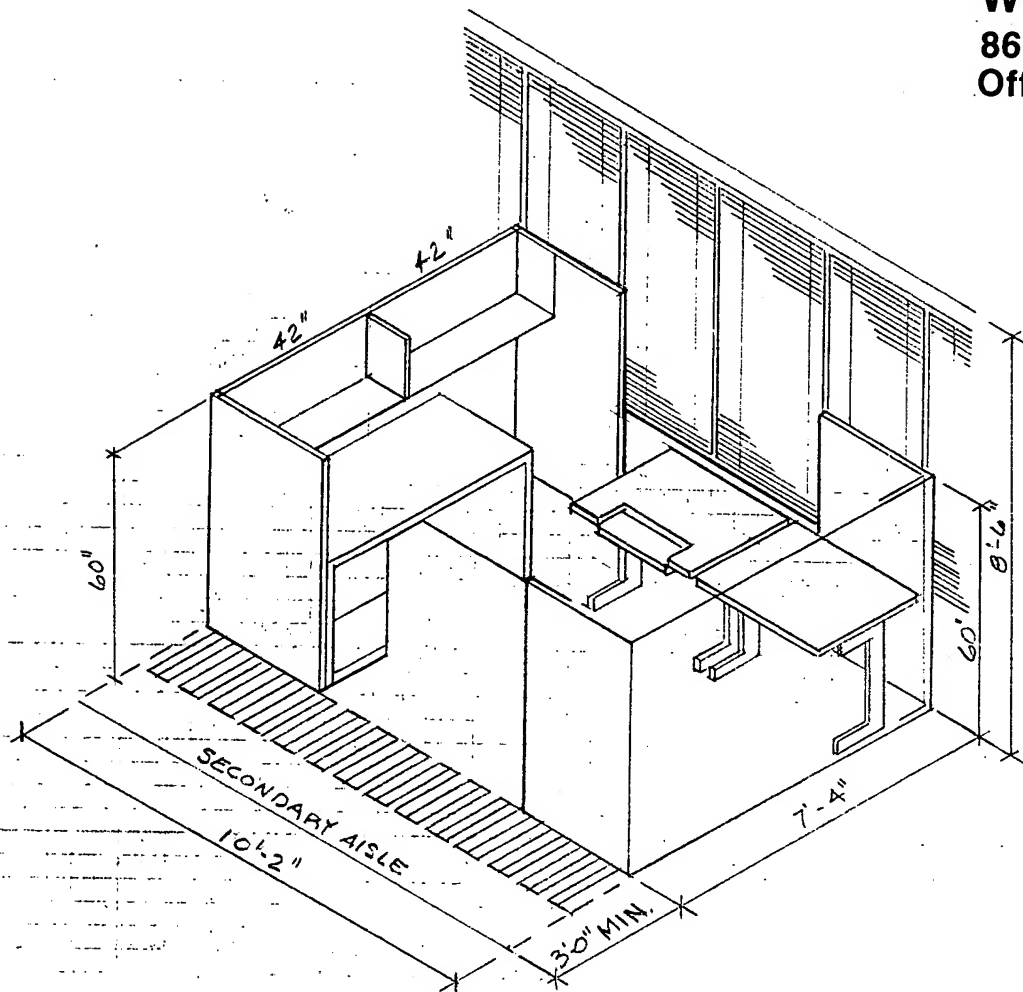
Alternative Items Per Space Allowance

-  Black Phone
-  Green Phone
-  Computer Terminal

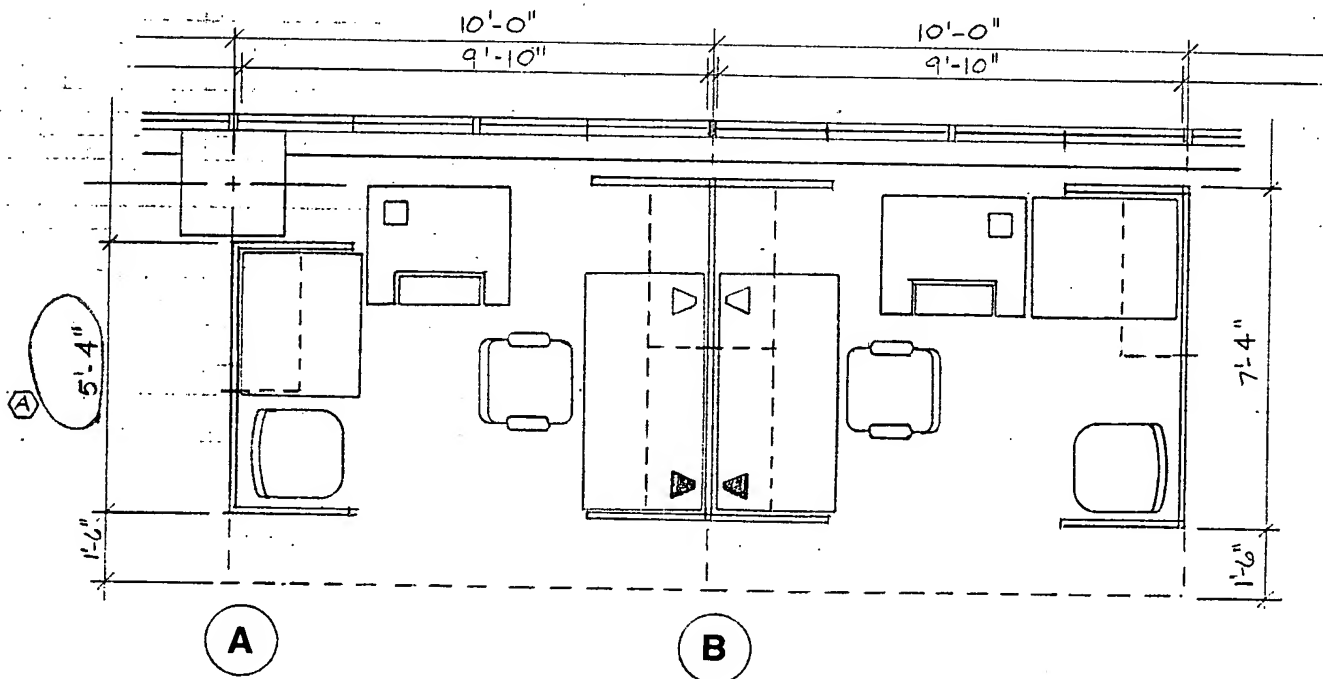
Workstation E2

86 SF

Officer GS-12 to -13



- ▲ Black Phone
- △ Green Phone
- Computer Terminal



- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface

- 30x36 Terminal Table
- 2-3 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space Allowance

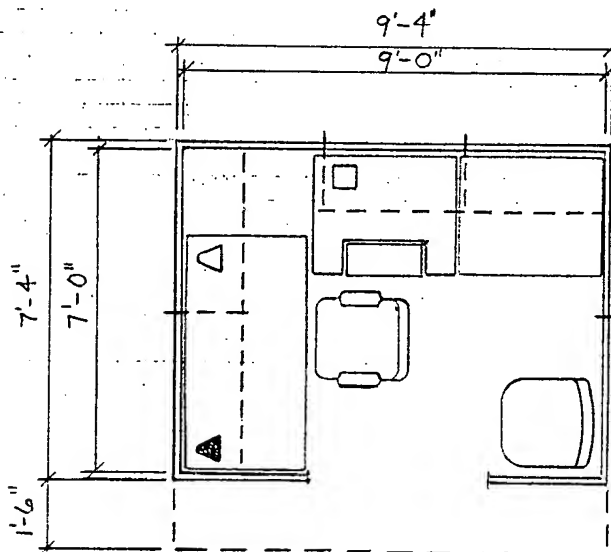
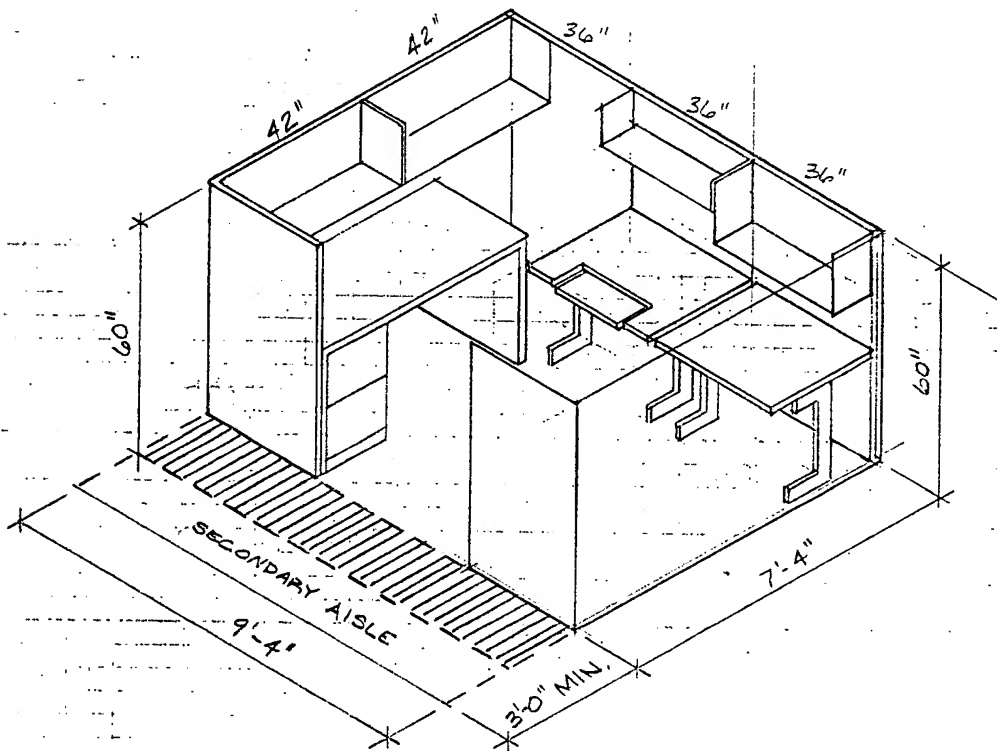
① 11-08-84

11-01-84

Workstation E3

82 SF

Officer GS-12 to -13



A

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 30x36 Terminal Table
- 2-3 File Drawers 18L"
- 1-4 Shelves

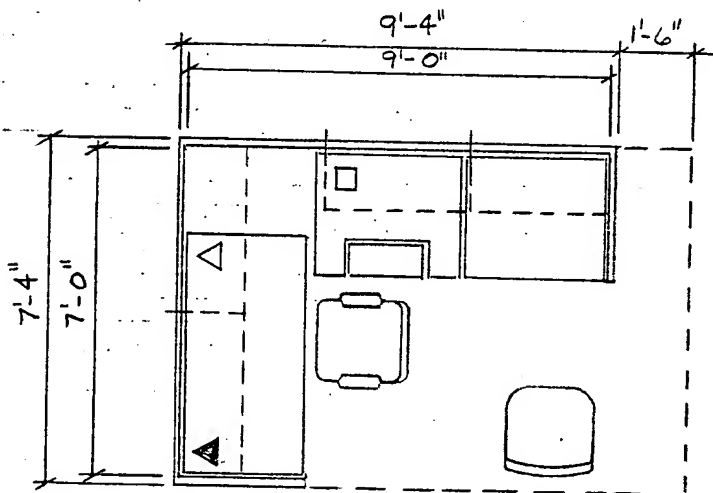
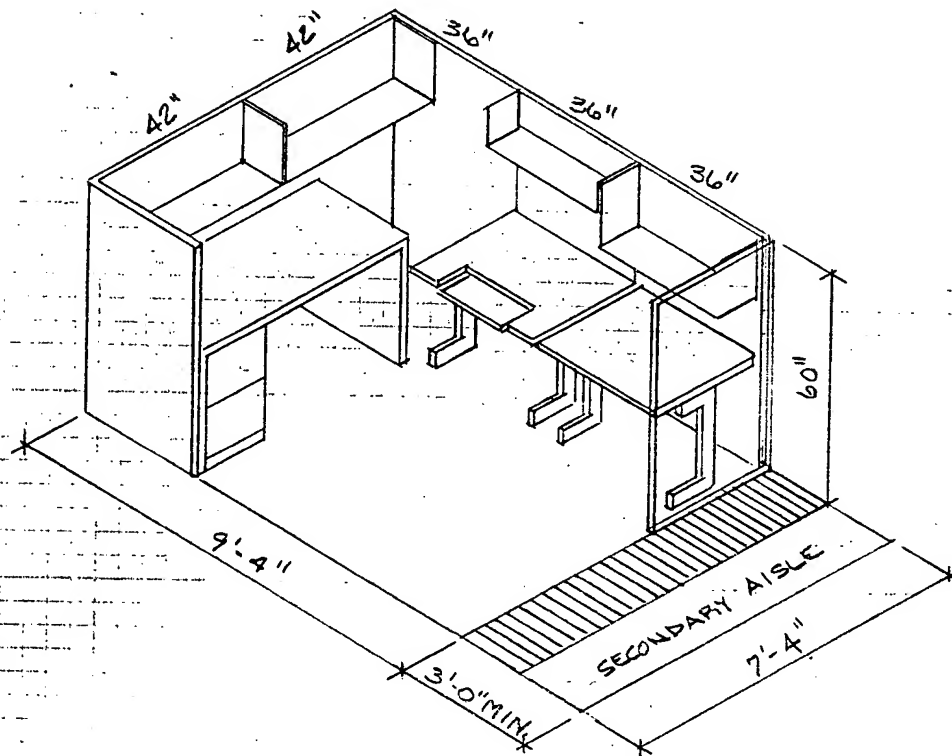
Alternative Items Per Space Allowance

- ▲ Black Phone
- △ Green Phone
- Computer Terminal

11-01-84

Workstation E3

80 SF
Officer GS-12 to -13



B

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 30x36 Terminal Table
- 2-3 File Drawers 18L"
- 1-4 Shelves

Alternative Items Per Space Allowance



Black Phone



Green Phone

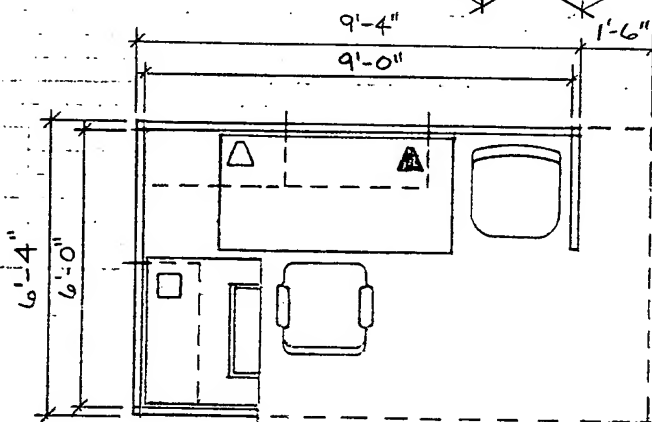
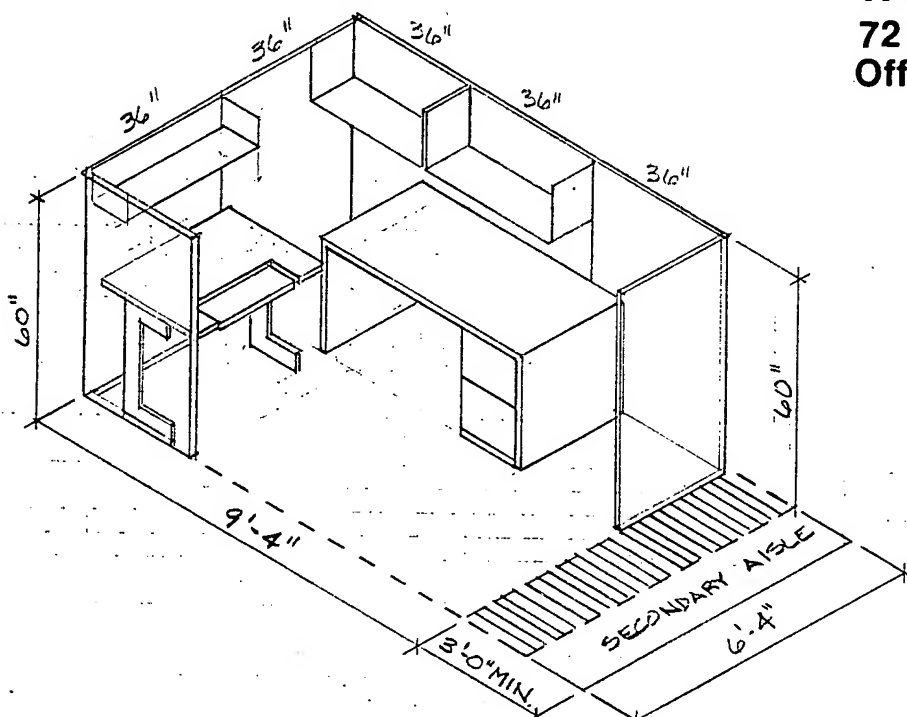


Computer Terminal

Workstation F1

72 SF

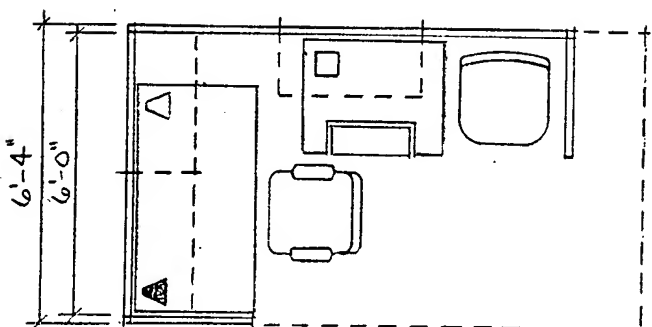
Officer GS-07 to -11



A

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Terminal Table
- 1-2 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space Allowance



B

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Terminal Table
- 1-2 File Drawers 18L"
- 1-3 Shelves

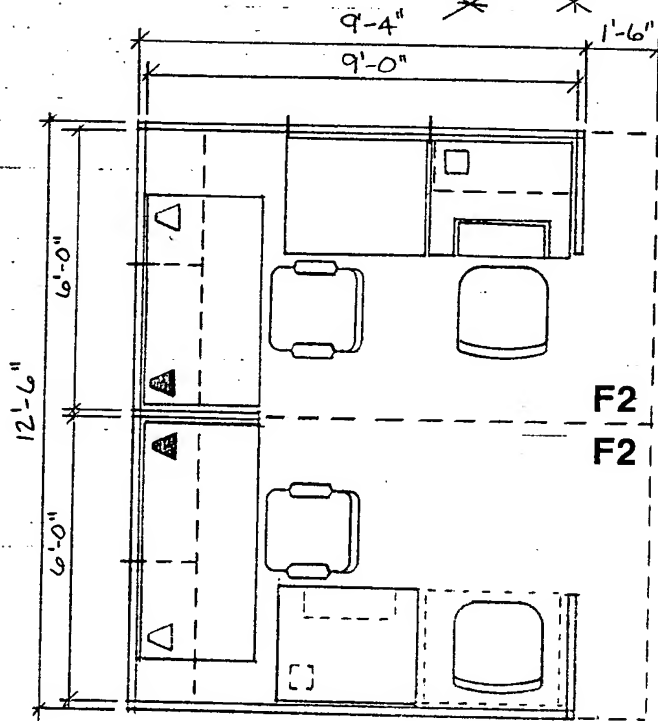
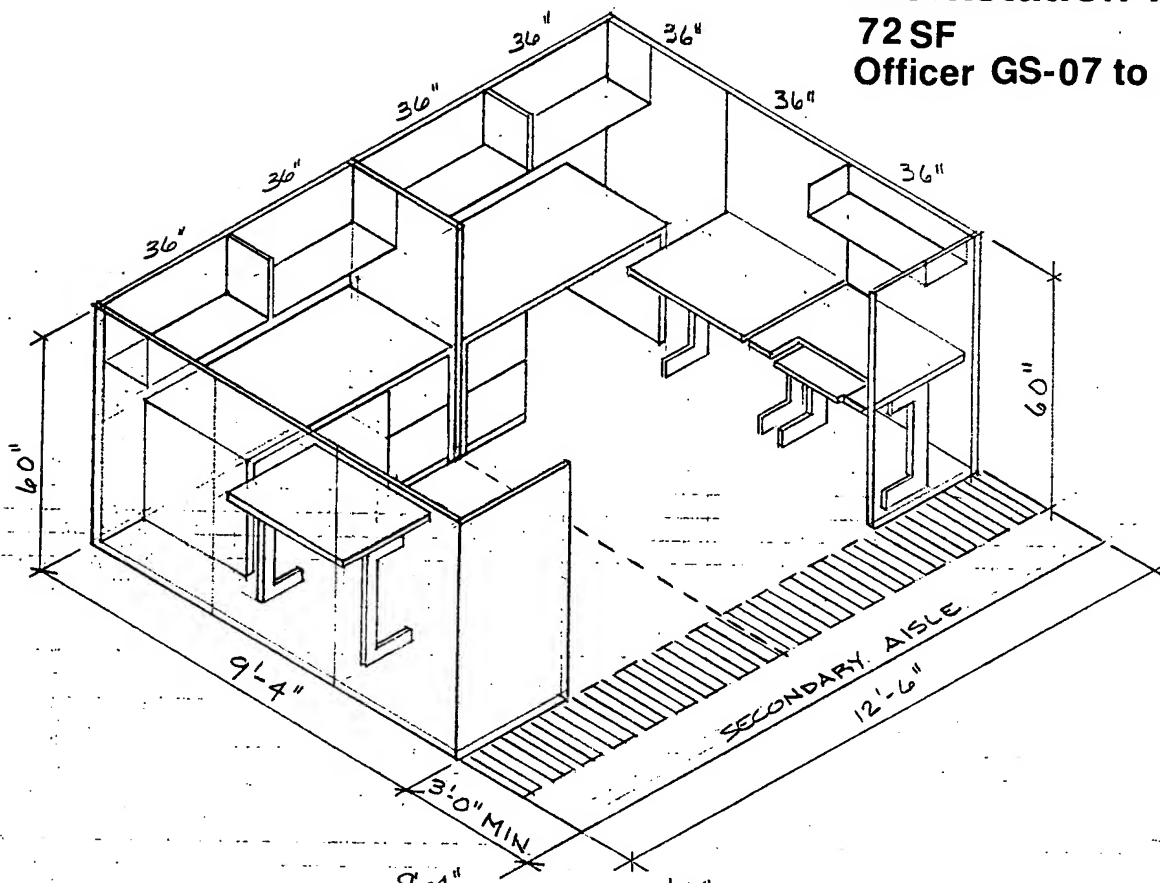
Alternative Items Per Space Allowance

- ▲ Black Phone
- △ Green Phone
- Computer Terminal

Workstation F2

72 SF

Officer GS-07 to -11



A

- 1 Desk Chair
- 1/2 @ 1 Operational/Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 1/2 @ 30x36 Terminal Table
- 1-3 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space Allowance

B

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 1-3 File Drawers 18L"
- 1-2 Shelves

Alternative Items Per Space Allowance



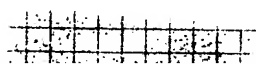
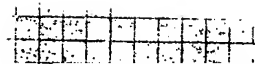
Black Phone



Green Phone



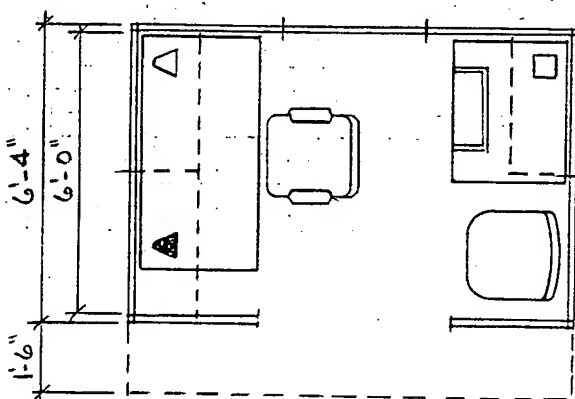
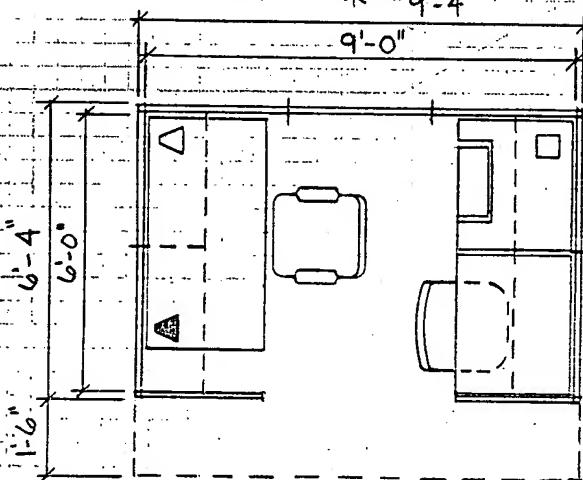
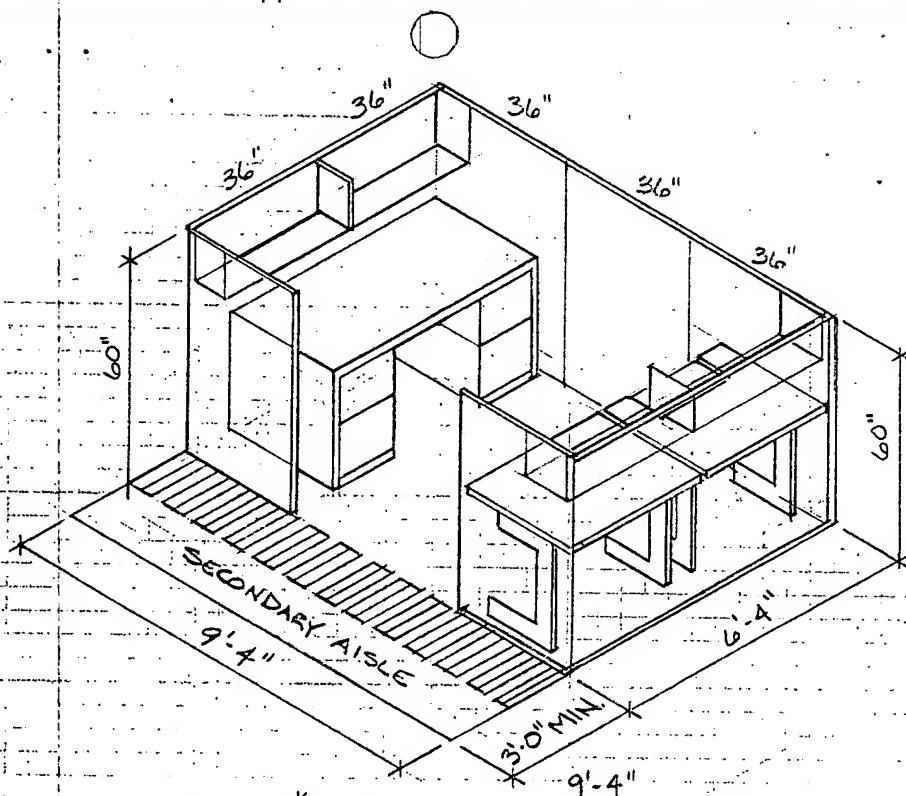
Computer Terminal



Workstation F3

87 SF

Officer GS-07 to -11



A

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 30x36 Terminal Table
- 2-4 File Drawers 18L"
- 2-4 Shelves

Alternative Items Per Space Allowance

B

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Terminal Table
- 2-4 File Drawers 18L"
- 2-3 Shelves

Alternative Items Per Space Allowance



Black Phone



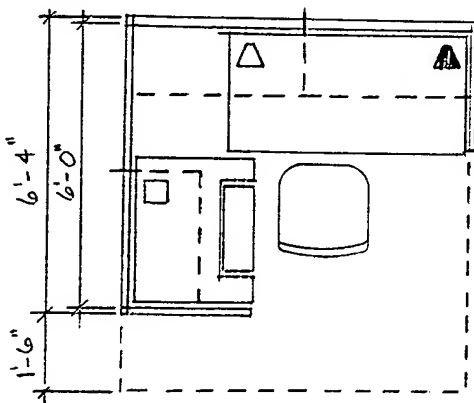
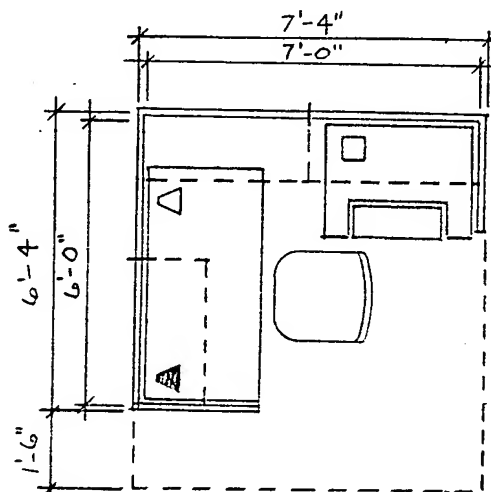
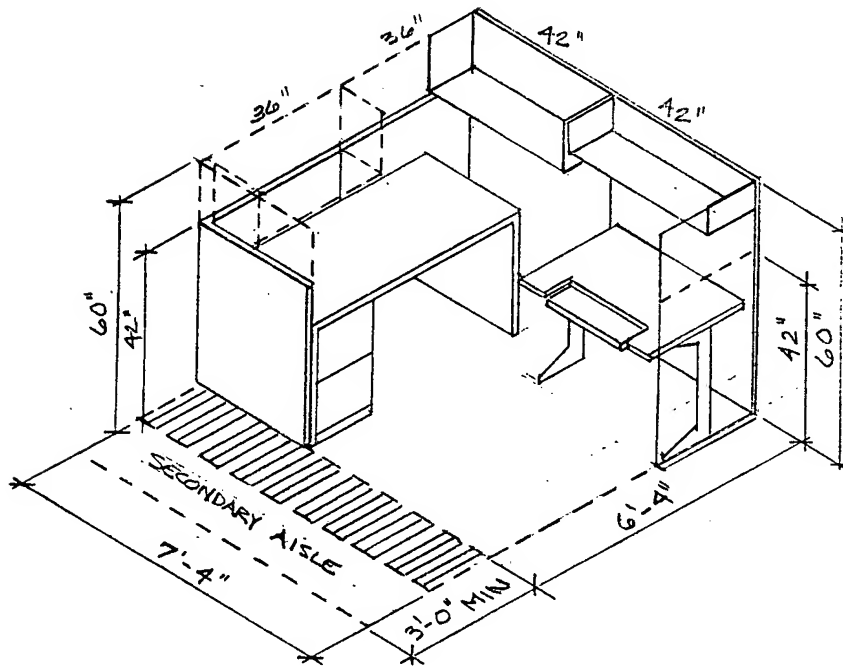
Green Phone



Computer Terminal

Workstation G1

57 SF
Officer GS-01 to -06



A




- 1 Desk Chair
- 0 Guest Chair
- 30x60 Primary Work Surface (30x72 Alternative)
- 30x36 Terminal Table
- 1-2 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space Allowance

B

- 1 Desk Chair
- 0 Guest Chair
- 30x60 Primary Work Surface (30x84 Alternative)
- 30x36 Terminal Table
- 1-2 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space Allowance

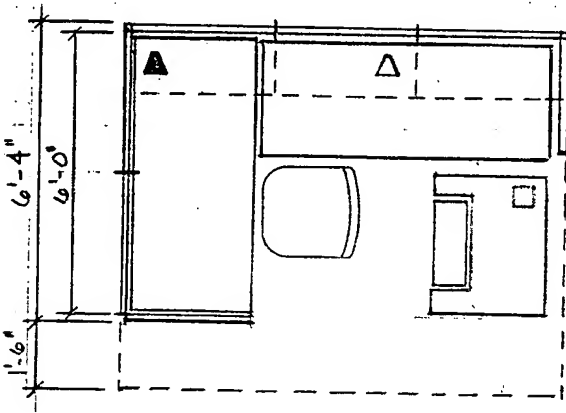
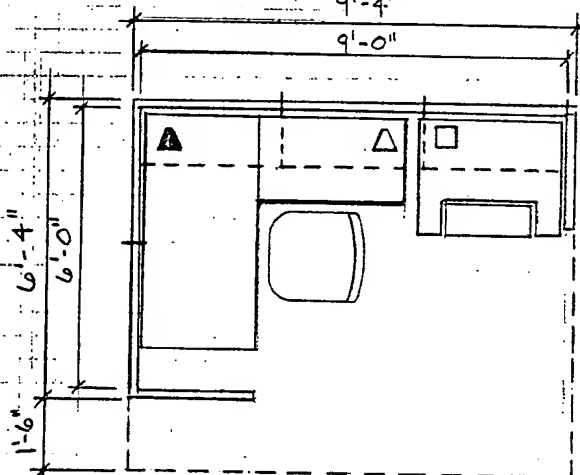
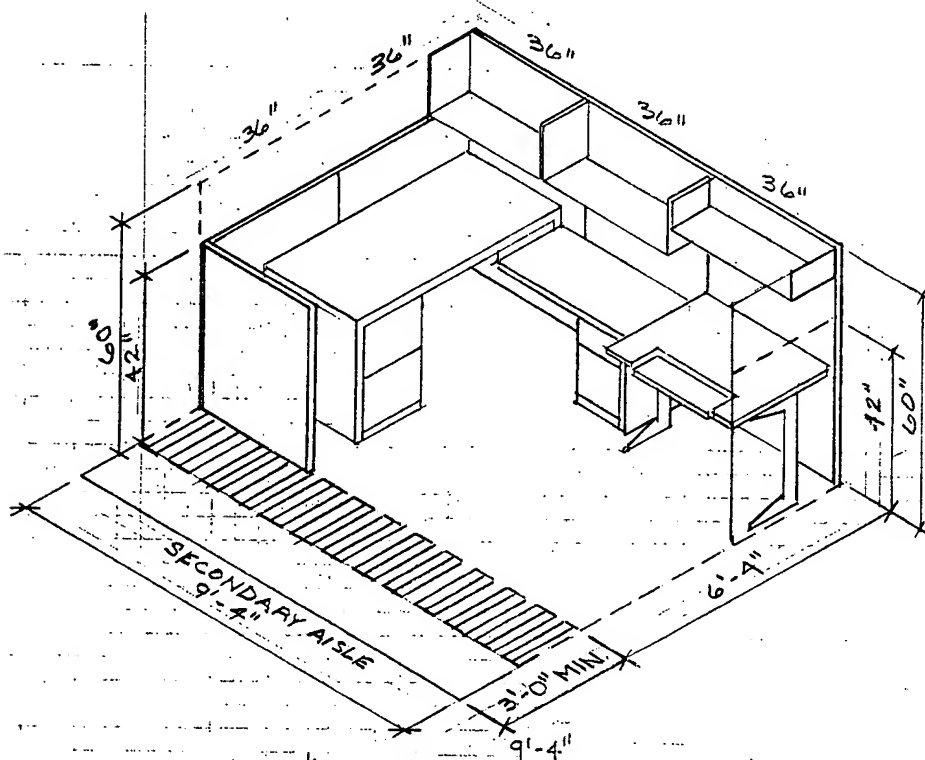
-  Black Phone
-  Green Phone
-  Computer Terminal

Workstation H1

72 SF

Secretary Word Processing
GS-06 to Above

7



A

- 1 Desk Chair
- 0 Guest Chair
- 30x60 Primary Work Surface
- 20x36 Typing Return
- 30x36 Terminal Table
- 2-3 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space
Allowance

B

- 1 Desk Chair
- 0 Guest Chair
- 30x72 Primary Work Surface
- 30x72 Secondary Work Surface
26 1/2" High
- 30x36 Terminal Table
- 2-3 File Drawers 18L"
- 1-3 Shelves

Alternative Items Per Space
Allowance



Black Phone



Green Phone

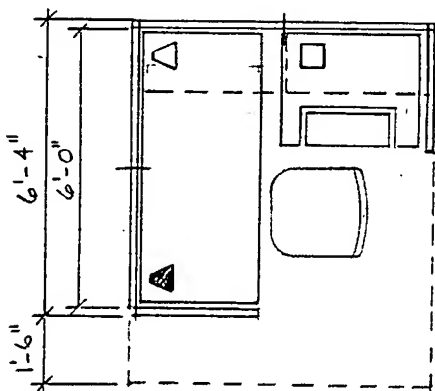
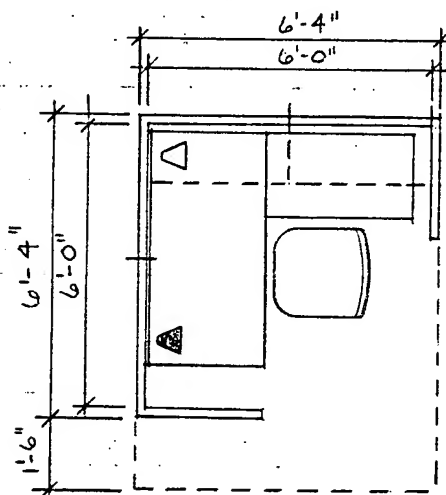
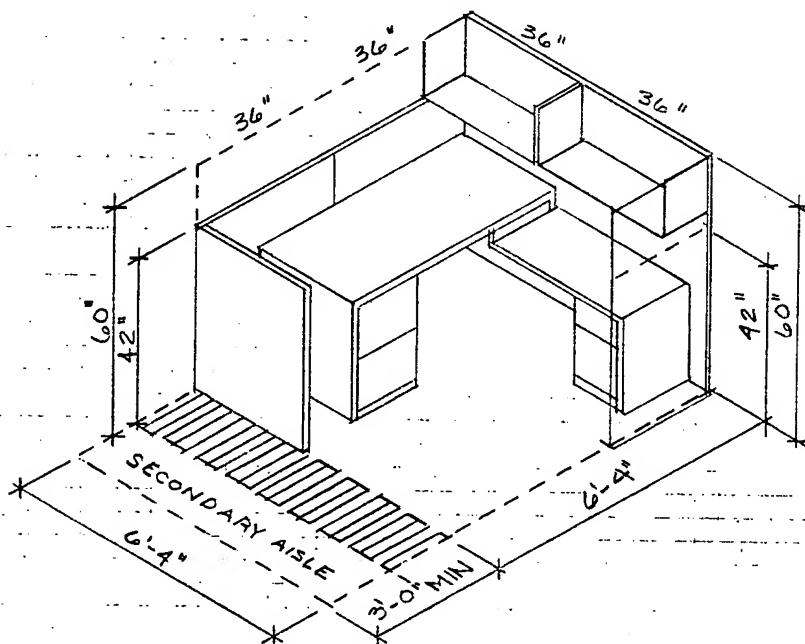


Computer Terminal

Workstation J1

48 SF

Secretary GS-01 to -05
Clerk



A

- 1. Desk Chair
- 0 Guest Chair
- 30x60 Primary Work Surface
- 20x36 Typing Return
- 2-3 File Drawers 18L"
- 1-2 Shelves

Alternative Items Per Space
Allowance

B

- 1 Desk Chair
- 0 Guest Chair
- 30x72 Primary Work Surface
- 30x36 Terminal Table
- 2-3 File Drawers 18L"
- 1-2 Shelves

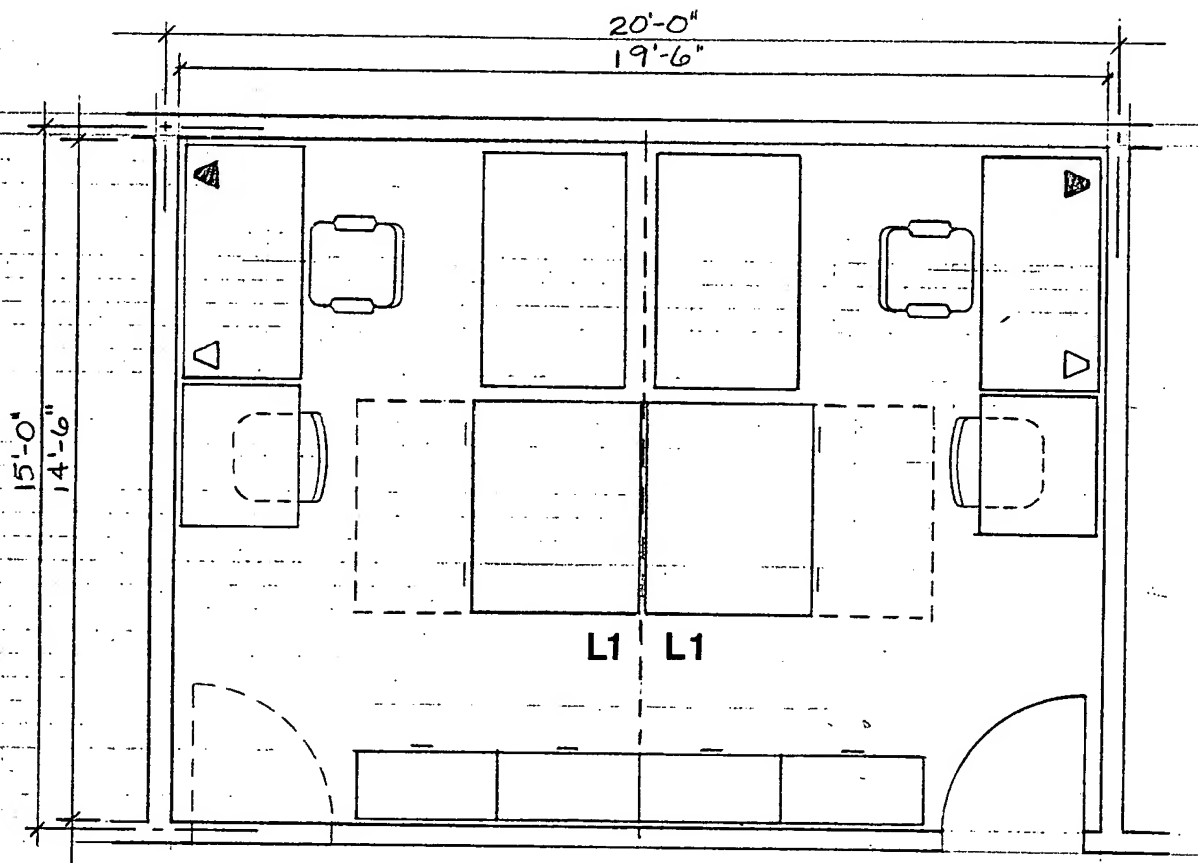
Alternative Items Per Space
Allowance

- ▲ Black Phone
- △ Green Phone
- Computer Terminal

Workstation L1

150 SF




Special Analyst



A

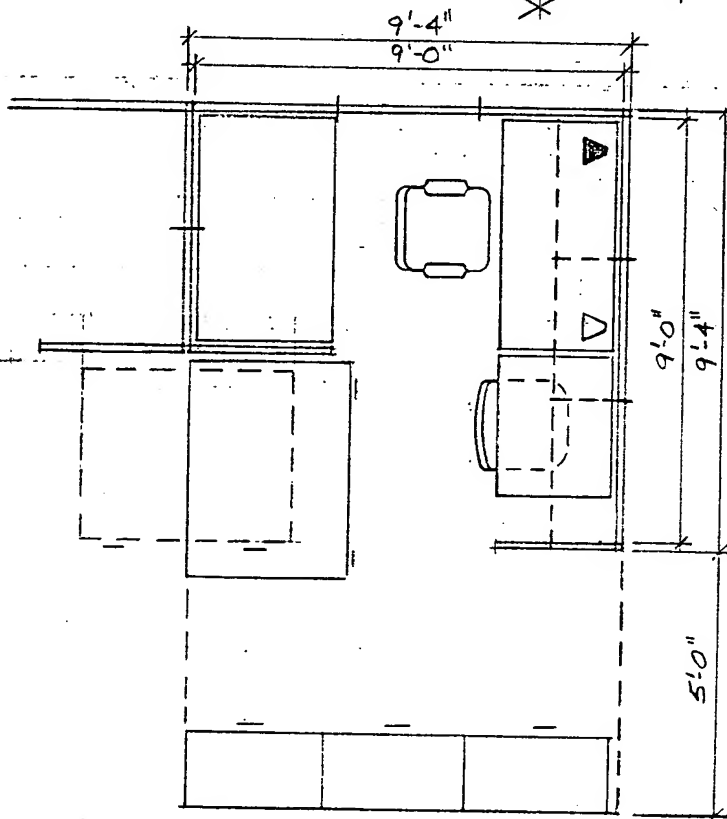
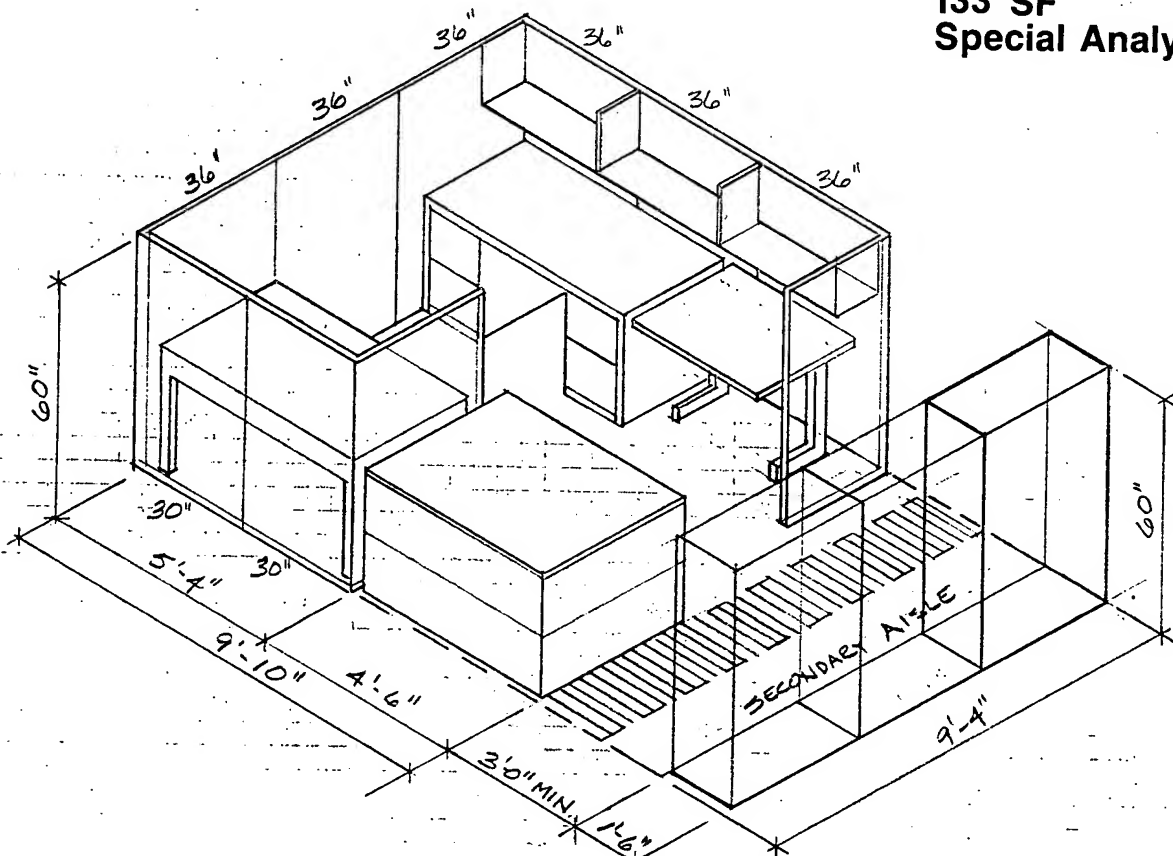
- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 36x60 Light Table
- 30x36 Machine Table
- 42x54 Flat File
- 2 5 Dwr Lateral File

Alternative Items Per Space Allowance

-  Black Phone
-  Green Phone
-  Computer Terminal

Workstation L2

133 SF
Special Analyst



- ▲ Black Phone
- △ Green Phone
- Computer Terminal

A

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 36x60 Light Table
- 1-4 File Drawers 18L"
- 1-3 Shelves
- 42x54 Flat File
- 1-3 5 Dwr Lateral File Adjacent to Workstation

Alternative Items Per Space Allowance

B

- 1 Desk Chair
- 1 Guest Chair
- 30x60 Primary Work Surface
- 30x36 Secondary Work Surface
- 36x60 Light Table
- 1-4 File Drawers 18L"
- 1-3 Shelves
- 1/2 @ 42x54 Flat File
- 1-3 5 Dwr Lateral File Adjacent to Workstation

Alternative Items Per Space Allowance

Workstation

